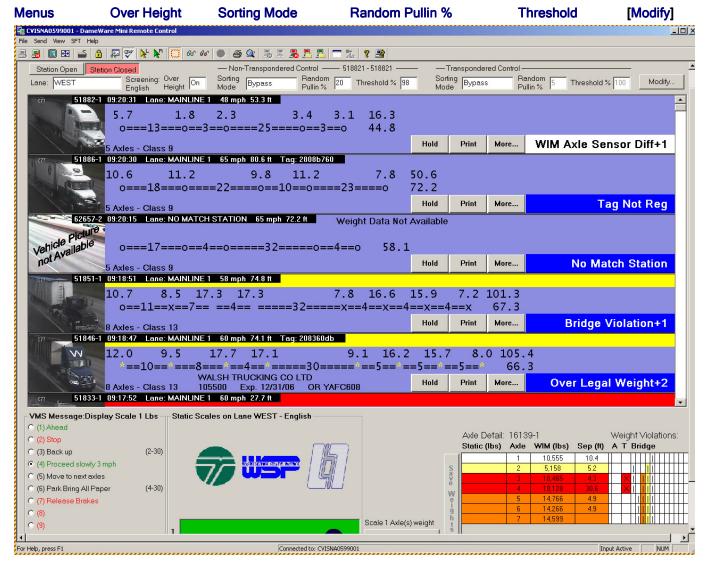
## Commercial Vehicle Screening List Help Manual

CVSL Screen Display	2
Opening or Closing Station	. 3
Weigh Station Operating Parameters [Modify]	4
Vehicle Information	8
Sequence Numbers Axle Information Axle Designations [Hold] [Print] [More] Display Carrier Display Violations Add Vehicle to Hot List Create Problem Ticket This Vehicle Print All, Print Detail, Print Violations	
Commercial Vehicle Detail Report	9
Vehicle Violation Detail Report	10
Variable Message Sign Control	11
Specialized VMS Messages	
Saving Static Scale Weights & Changing Scale Display View	13
Seeking Help	14
Contacting the CVISN Team	
Creating Problem Tickets	
Printing the screen content	
Screen Icons - Messages Defined	15
Confiscating or Verifying Permits	18
ESNOOPI (e-Commerce System Network for Oversize Overweight Permit Information)	
Confiscate Permit, Find Permit, Restore Permit	
Reference Tables	21
Weigh Station Lane Numbering Diagram Weight Violation Severity Sorting Decision Vehicle Class Range Violation Codes	
Menu Functions - Hot Keys - Shortcuts	

Page 1 Revised Feb 2006

## **Screening List Display**

Parameters can be changed by clicking [Modify]. Details provided by clicking blue links.



Vehicle Information is contained in the middle section of the display if available.

VMS Messages Static Scale Display

**Axle Detail** 

**Bridge Calculation** 

[Static Scale Vehicle Count] in the lower right hand corner gives a shift vehicle counter.



Note: If communication is lost between the scale head or the variable message signs and CVISN a message appears in red above the Static Scales text or you may be unable to change the VMS from the keyboard. If this happens you may reset the Troy box (4x5 black box under counter) by unplugging the small front power cable for a few seconds and then restoring the power cable or contact CVISN support staff.

Page 2 Revised 2006

## **Opening & Closing the Weigh Station**

This process is critical for station operation and <u>must be followed to ensure that vehicles are receiving</u> sychronized information from signage and transponders on the open/close station status.

[Station Open] and [Station Close] buttons are provided to easily Open or Close the weigh station; however, each station has manual sign configurations which must also be in synch (same message for scale status) with the software.

Please check for the specific Open/Close Station directions for the weigh station you are working.

Preliminary Steps to Open/Close the weigh station must be completed on both workstations.

## **Opening Station**

- 1) Make sure **Commercial Vehicle Screening List** (CVSL) software is running on the workstations.
- 2) Flip the **Variable Message Sign** (VMS) console toggle switch to "AUTO " position on **both sides**.

## **Closing Station**

1) **Commercial Vehicle Screening List** (CVSL) software should remain running on the workstations.



2) Flip **VMS** console toggle switch to "Manual" position on both sides and press the "**Blank**" key.

- Press the numeric "4" key on the workstation keyboard to activate the "Proceed Slowly Message" and/or the red/green lights where installed.
- Verify that the outside VMS signs are working per station requirements for Closed conditions. Check [Modify] screen.

## **Final steps** to Open/Close the weigh station may be completed at one workstation.

- Click [Station Open] top left of CVSL screen.
- 5) From the IRD Changeable Message Sign console on the weight station counter, place the "Changeable Message Sign" section toggle switch to the "AUTO" position.
- 4) Click [Station Closed] top left of CVSL screen.



5) From the IRD Changeable Message Sign console place the "Changeable Message Sign" section toggle switch to "Off."

- Place "Lane Arrow" toggle switches (under counter) to the "Open" position. Light should indicate arrow display on.
- 7) From the central counter flip the "OPEN/CLOSE" manual sign toggle switch to "On."
- Verify that the correct camera is selected for daytime (color) or nighttime (black & white) operation from [Modify].
- 6) Place "Lane Arrow" East/West toggle switches (under counter) to "Off."
- From the central counter flip the "OPEN/CLOSE" manual sign toggle switch to "Off."
- 8) Verify all outside doors are locked. Set camera for daytime (color) or nighttime (black & white) operation from [Modify].

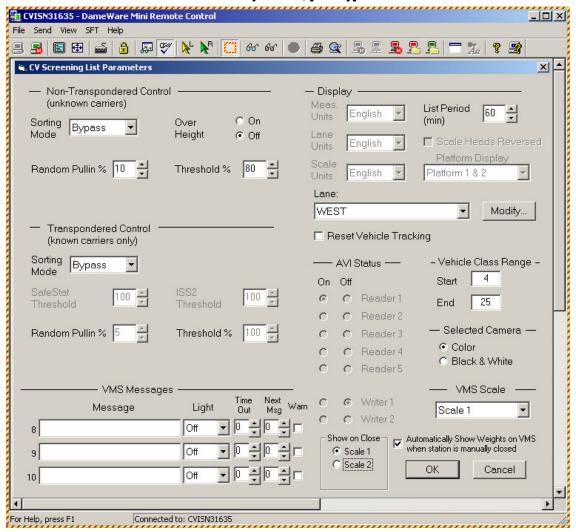
Station traffic flow from this point should be controlled by using the Random Pullin %; may be set to 0 when completing inspection paperwork and the Non-Tranpondered Sorting mode may be set to Bypass. Caution, if you place the Transpondered Vehicle sorting mode to Bypass as well the [Station Closed] will activate.

Use the corresponding numeric keys from keyboard or numeric keypad displayed in the lower left of CVSL screen to select the message to display on the VMS. The [Space Bar] is a hot key for displaying the "Stop" message.

Use the **[F-5]** key to **"Refresh"** the display after a [Hold] and [Release] of a vehicle record or in the event vehicle tracking seems off or when encountering a white screen. If the display screen is mostly white, close and re-start the CVSL software.

Page 3 Revised 2006

# Weigh Station Operating Parameters Modify screen, [Modify]



Non-Tranpondered and Transponder Control

**Sorting Decision Information** 

## **Sorting Modes**

OFF [F-1] No statistics saved.

**Sorting [F-2]** Vehicles not meeting criteria are given instruction to report.

Bypass [F-3] All vehicles signaled to Bypass.

Report [F-4] All vehicles signaled to Report.

[F-7] raises Random Pullin % by 10% or [Shift] + [F-7] lowers Random Pullin %

**Random Pullin % -** Selects the percent of commercial vehicles pulled into the scales, i.e. If set for 10% then ten out of every 100 vehicles qualifying to bypass will be pulled into the scales. Transponder Pullin 5% predetermined.

**Threshold % -** This parameter selects the percent of legal weight, as measured by the WIM, that a commercial vehicle will be pulled in for an "OVERWEIGHT" violation. (i.e. If the untagged threshold is set to 95% and the legal weight for the vehicle is 80,000 LBS. then the system will pull the vehicle in if the WIM calculates a weight of 76,000 LBS. or more.) Transpondered vehicles predetermined @ 100%.

**Safe Stat** and **ISS2 Threshold** - Trucks with scores below the one selected would be pulled in for possible inspection, predetermined.

Over Height [Ctrl]+[O] toggles between enabled or disabled.

Page 4 Revised 2006

## Variable Message Sign Control

You may change the message displayed by pressing the corresponding numeric key on the keyboard or selecting the message via mouse click.

The [space bar] or the 3 key displays Stop.

**NEW**: You may change the message on the opposite workstation by holding down the [Shift] key and hitting the appropriate number key. Yellow format box will display.

The lower left area of the CVSL main display allows the operator to input up to three **specialized messages** that can then be selected and displayed. You may also use two messages that default to each other for messages longer than the 20 character limit.

C (1) Ahead
C (2) Stop
C (3) Back up
C (4) Proceed slowly 3 mph
C (5) Move to next axles
C (6) Park Bring in papers
C (7) Release Brakes
C (8) <not in use>
C (9) <not in use>
C (0) <not in use>

Access for specialized messages via the [Modify]. Example and steps below.

**Specialized VMS Messages** - An example of how this would work - suppose you are having a problem with the drivers not bringing in their log book when you put up the message "Park bring in papers." You could use 8, 9, or 10 to make a message that says "Bring in Log Book" then select a Time Out such as 6 seconds, select Next Msg as 6. Now when you select the message you just customized and it will put "Bring in Log Book" up on the variable message sign for 6 seconds and then default to "Park Bring in Papers" which will remain on until you change the sign.

Message - Type the message to display.

Light - Allows you to control the two lights on top of the some VMS sign installations where installed.

**Time Out** - This is the length of time in seconds the message will display. This would only be used if you wanted to default to another message after a designated time. Select "0" if you want message to remain until another selection is made.

**Next Msg** - This allows you to default to another message after the time out time has been reached. You select the number of the message to which you want to default.

**Warn** - When this box is checked, a warning message will be displayed on the main screen when the time out time is reached and the message changes.

Select period of time you want this message to display. If you want it to stay on until another message is selected choose "0"

Display - Units of measurement (Measuring, Lane, Scale) are predetermined.

**List Period -** Sets the length in minutes of how long a vehicle record remains in the display list. Recommended default is **60** minutes.

Platform Display - Selects the display order of the static scales on the CVSL display screen.

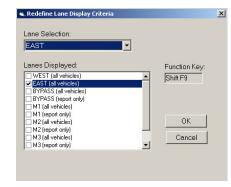
**Re-set Tracking -** This box is checked when vehicle matching/tracking is out of alignment. This action will clear all current vehicle summaries.

The Lane Selection designates the physical location of the workstation within the scale you are working.

#### **Lanes Displayed**

Determines what displays on screen. If you have both EAST & WEST vehicles displaying on the workstation you will not physically see the static scale info from the alternate/other side only vehicle information. Click **[Modify]**, **[Modify]** to edit lanes.

Check or uncheck the boxes to determine which lanes to display on your main screen. When you have made your selection(s) on this screen, click [OK] or click [Cancel].



The option to have the **Report only** vehicles display vs **All vehicles** offers the option to view only those vehicles who were given a report signal and chose to bypass the weigh station. Routinely, if you select ALL vehicles in all categories the display would be too congested for you to process the vehicles entering the station.

Page 5 Revised 2006

**AVI Status** - The AVI system uses the antennas seen over hanging the roadway. Each one is connected to a reader. When they are disabled the system will no longer communicates with the transponders in the vehicles. These should remain on at all times.

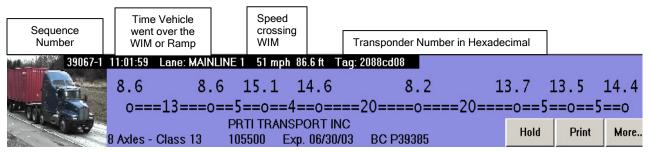
Vehicle Class Range - Classes are pre set.

**Selected Camera** - This area allows you to select the roadside camera that will be used to provide the pictures displayed on the screen. The **color camera** should be selected during **daylight hours** and the **black and white camera**, which has an infrared illuminator, should be selected **after dark**.

VMS Scale - Show on Close (lower right of Modify screen) option allows the operator to select which static scale reading is displayed (1 or 2) on the Variable Message Sign when station is closed. Automatically Show Weights on VMS must be checked for this option to function automatically with station close procedure.

#### Vehicle Information

Each row displays the results of one vehicle that passed over the WIM. Each row contains five possible lines of data depending on whether the vehicle is registered with WA and has a transponder. Left clicking anywhere on a vehicle row darkens the row.



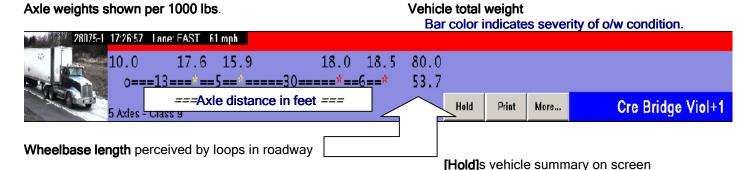
## Sequence #s

There are three sets of sequence numbers. One assigned by the WIM computer and the other assigned by the RAMP computer and the third when you create a vehicle. Each computer assigns these numbers sequentially (RAMP, WIM and your workstation). Normally, the WIM sequence number is displayed. When the vehicle does not go over the WIM then RAMP sequence number is displayed. These numbers are generated whether it is told to report or bypass. The sequence numbers increase with each vehicle passing until it reaches 65,000 or midnight then it starts over.

Attached to the sequence by a dash (-) is a number, 1 or 2 indicating from which computer, WIM (1) or ramp (2) the sequence number originates.

Following the sequence number is the **time** the vehicle crossed over the WIM or ramp sensors and the **lane** the WIM computer perceives the vehicle to be traveling. The **speed** is indicated but **not to be used for enforcement** followed by the **total wheelbase length** that the loops in the roadway sensed for the vehicle.

The final item in this line is the **tag or transponder** number that the AVI system read. Registered transponders allow CVSL to provide the carrier information. This information begins with the name of the licensee and below the GVW, Expiration Date, State and plate number.



Primary violation only, [Ctrl]+[V] for others.

## **Vehicle Class Designations**

#### **Axle Information**

Page 6 Revised 2006

This section shows a profile of the vehicles wheels starting from left to right from the front or steering axle. On the top line shown above each wheel symbol is the weight of that axle. At the end of this line is the total weight of the vehicle.

## Axle designations

- o Axle weight is legal.
- \* Based on legal weight a single axle, tandem or bridge is overweight.
- x Based on the Threshold setting a tandem or bridge is overweight.

On the third line are the wheel symbols with the distance shown between the axles as measured by the WIM. At the end of this line is the total length of the vehicle. Note the total length is for the wheelbase and does not include any front or rear overhang on the vehicle.

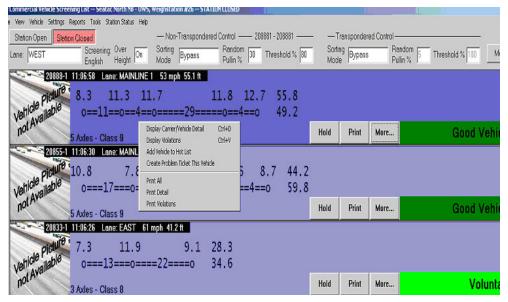
At the end of the fourth and fifth line is the highest priority reason for the vehicle being told to report. If there are other reasons there will be a plus sign followed by the quantity of additional violations. The additional reasons will be found in the **Display Violations**, right click on vehicle summary to view or press [Ctrl]+[V].

**[Hold]** - Clicking on this button will hold this line of data on the screen as other vehicles scroll off. This is helpful for vehicles that you call in so they are still visible for use when the driver comes into the scale house.

[Print] - Clicking on this button will print a copy of the Commercial Vehicle Detail Report shown and discussed below.

**[More] -** Clicking on this button will display a copy of the Commercial Vehicle Detail Report on the screen so you can view and edit it before it is printed.

Right clicking anywhere on a vehicle row will bring up the popup screen shown below for selection of the functions listed.



Display Carrier - or [Ctrl]+[D] or equivalent to clicking the [More], Commercial Vehicle Detail.

Display Violations - Displays the Vehicle Violation Detail Report shown in the lower section of the next page.

Add Vehicle to Hot List - When implemented this will place the selected vehicle on the hot list computer.

**Create Problem Ticket This Vehicle** - Problem ticket form opens and if selected after vehicle selection will include vehicle details directly to the form for you. Created for registration or vehicle updates.

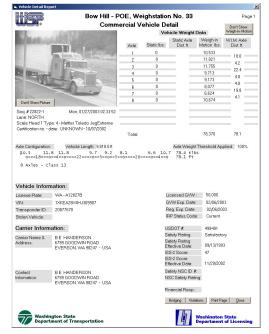
**Print All** - This item is not activated but when it gets activated it will print all the three forms including the Detail, Violation and Bridging.

Print Detail - This prints the bridging form and is the equivalent or clicking on the Print button.

**Print Violations** - This prints the Violation form.

Note: If you double click anywhere on a vehicle row you will bring up a window with the picture of that vehicle. You can then click on the window with the picture will enlarge with each click.

Page 7 Revised 2006



This Commercial Vehicle Detail Report shows all the details of the selected vehicle. It is meant as documentation for your records. Static scale weights can be added to this report. If the static weights are entered and saved by clicking on the [Save Weights] at the bottom of the main screen a report containing the static scale weight instead of the WIM weights can be printed.

Button Selections for this page are:

[Don't Show Picture] -Clicking on this will cause the picture of the vehicle to not show and not be printed.

[Don't Show Weigh in Motion] - Clicking on this button will cause the weigh in motion weights to be removed from the report.

[Static Axle Distance Feet] - Click [Static Axle Distance Ft] to bring up screen to enter actual axle measurements taken.

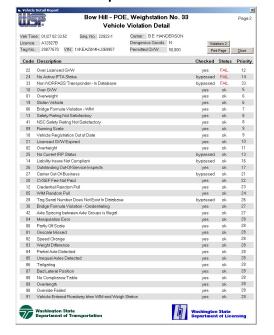
[Bridging] - Clicking on this button will open the Vehicle Axle Bridging Weight Detail Report.

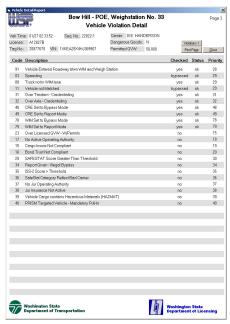
[Violations] - Clicking on this button will open the Vehicle Violation Detail Report.

[Print Page] - Clicking on this button will print the report as it appears at the time this button is clicked.

[Close] - Close without saving any changes.

This Vehicle Violation Detail Report screen shows what items are being screened and which items failed.





Page 8 Revised 2006

Code & Description - . For full listing, click blue link

**Checked** - Possibilities are

No - CRISS is not checking this item.

Yes - This is an active item that is being checked and a vehicle will be pulled in if it is not OK

Bypassed - This indicates this item is being checked for statistical purposes only...

Status - Possibilities are

OK - The vehicle passed this item.

**FAIL** - The vehicle failed this item but station status is in bypass so it was not an item that caused the vehicle to be pulled in

**FAIL** - Vehicle failed this item and was pulled in because of this and perhaps additional items if + sign is visible on the end of vehicle violation strip.

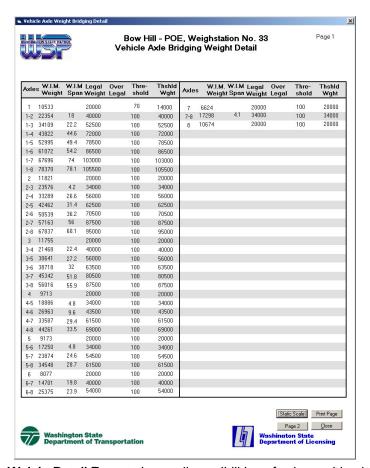
**Priority** - The priority of the violation.

This Vehicle Violation Detail Report screen has three buttons.

**[Violations** 1 & 2] - Opens the second page of violations. This screen has additional violations used to screen on but is otherwise the same as the first page.

[Print Page] - Prints a copy of this screen.

[Close] - Closes form window.

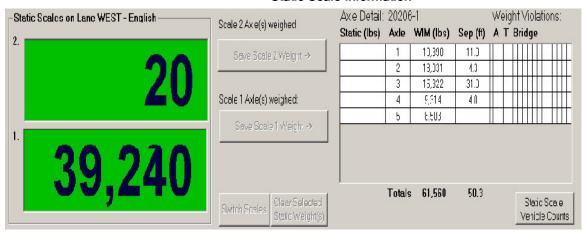


This **Vehicle Axle Bridging Weight Detail Report** shows all possibilities of axle combinations and the weight that the WIM measured. If the static weights were entered Officers can click on the **[Static Scale]** at the bottom of the screen to view a report, containing the static scale weights saved instead of the WIM weights.

As on the other screens the [**Print Page**] will print a copy of the report and the [**Close**] will close the report window. The [**Page 2**] button will bring up page 2 if there are enough axle combinations to require a second page

Page 9 Revised 2006

## Static Scale Information



Green windows show the static scale weights for vehicles that are at that moment on the static scales. The top left corner indicates the scale number. Scales are numbered right (1) to left (2) and sometime 3, viewing from inside scale house. 1 is the first scale, 2 is the second, 3 is the third scale the vehicle crosses coming into the weight station.

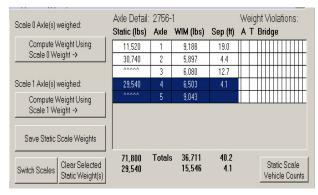
The Weight Violations section (far right) are **Axle Tandem & Bridge** violations and will display in color coded weight severity bars indicating where the violation exists.

**Blue dots** in the Static Scale area indicate when the axle weight is reasonably stable for saving. Note: Not all scales are programmed for this feature.

## How to Enter & Save Static Scale Weights

To enter static weights for a vehicle first click on the [**Hold**] (changes to [Release]) for the vehicle on the main display screen.





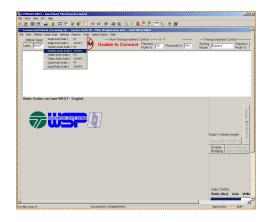
There are now two options for Saving the Static Weights.

1. Select/highlight the axle row(s) in **Axle Detail** section for the axles currently on one of the scales. Click [Save Scale1 or 2 Weight] as appropriate. The weight will appear under the Static (LBS) column in the highlighted rows. When the static weights are filled in, then the [Save Static Scale Weights] appears for saving the Weights to the Vehicle Detail Report (CVISN database) and for printing.

2. From the Static Scale menu select:

Page 10 Revised 2006

Single Axle 1 [F-1]
Single Axle 2 [Ctrl]+[F-1]
Tandom Axles Scale 1 [F-2]
Tandom Axles Scale 2 [Ctrl]+[F-2]
Tridem Axles 1 [F-3]
Tridem Axles 2 [Ctrl]+[F-3]
Quad Axles 1 [F-4]
Quad Axles 2 [Ctrl]+[F-4]



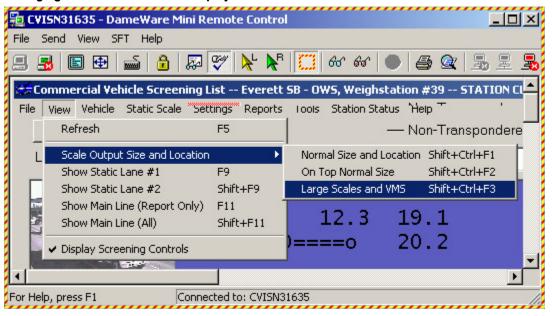
If weights were incorrectly saved, highlight the incorrect axles and click [Clear Selected Static Weights].

In static weight section of the screen the A column is Axles, the T is Tandem. The Bridge area will fill with bars color coded to the severity of the Bridge infraction.

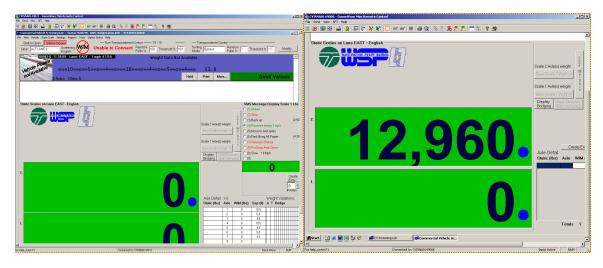
**Example**: If the Vehicle you have on the scale has two rear axles and you want to put their static weight in rows 4 and 5 then you would highlight the two rows pertaining to axle 4 & 5. Click [Compute Weight Using Scale 1 or 2 Weight]. In the example this is scale number 2

The bridging static axle weights must be filled in as appropriate for the number of axles corresponding to the [HOLD] vehicle. The Axle weight detail displays in the color (white, yellow, orange, red) as pertains to the **weight chart**.

## **Changing Static Scale View or Display**



Page 11 Revised 2006



Adding a Vehicle to CVSL - Used when the vehicle has entered the scale and there is no identifiable vehicle record or in the instance of a return to scale, the vehicle has been called back in.

To create a mock vehicle, from the View menu select **Scale Output Size and Location**, **Large Scales and VMS** [Shift+Ctrl+3] click [Start Truck Creation]. A drop down box displays with a choice of axle distances. There are arrows to increase/decrease the number of axles.

Click [Cancel] or [Make Truck]. After selecting [Make Truck] the screen refreshes and the created truck is at the top of the display. Officers may now use this record for the vehicle with normal procedures.

Sequence number will be created using the normal sequence of 00001-99999, with an assigned -0 instead of the IRD -1 or -2.

## Seeking Help

The CVSL manual is available from the CVISN workstation desktop or printed copies in the Weigh Station.

The **CVISN Team** can answer questions at any time via e-mail or a phone call. Comments and suggestions are always welcome.

Doug Deckert 360-561-6360 Jean Larson 360-701-8067 Doug Wyman 206-719-8055

Or create a ticket from CVSL instructions follow.

#### **Problem Ticket Instructions**

Create Problem Ticket by right clicking on a vehicle row, the vehicle information will be entered on the form for you. **Or** click on **HELP** on the **CVISN** Screen upper tool bar selecting CREATE PROBLEM TICKET,

Please type in your name and select your station in case we have questions or need to follow-up with you.

Enter the date and time, or you can click on [NOW] to auto-enter the present date and time.

Use the drop down list to select the jurisdiction of the vehicle or include state abbreviations with Plate number.

Select the problem category from the drop down list. If you are unsure of the proper category then select default WSDOT.

You may select the priority type; Low, Medium, High, or Urgent.

Select a summery from the Choose Subject drop down list. If you do not see one that fits your problem then please enter your summery in the box below.

Please include a **description of the problem** in the box provided and click on **Submit**. The ticket will be automatically forwarded to the CVISN Team.

Page 12 Revised 2006

CV/SN Commercial Vehicle Information Systems and Networks								
Washington State Department of Transportation								
PRODUCTION AREA Problem Ticket Get Information  Ext   Submit								
User Name:	deckerd				Comj Nar		CVISN325	86L
Contact Name:					Pho Num			
Choose Location:	Enteryourd	wn location	or Choose on	•	Loca	tion:		
Date/Time of Incident:								
Transpond Num					VIN:			
Jurisdiction:	Choose Ju	risdiction			•	Plate	Number:	
Problem Catagory	DOL •		ī	Probl	lem Pric	ority	Medium	1
Choose Subject	Enter your o	wn summary	below or Cha	ose o	ne		•	
Problem Summary								
Problem Description The problem is								
Exil Submit  If you have any additions for this page, comments, or suggestions  Send it here								
@1999 Washington State Department of Transportation. All rights reserved. Last modified on 05/05/2003 04:53:14 PM								

01//01/

## Printing the Contents of the Screen

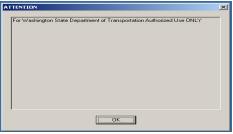
Press the [Ctrl]+[Print Screen] for the entire desktop or [Alt]+[Print Screen] for the active window only. The "Print Screen" key is usually found in the top right of the keyboard after the function [F] keys.

The above process places the contents of the screen on what is called the Windows "Clipboard." Start MS Word and click on the open doc and paste from the file menu or [Ctrl]+[V] to Paste the picture. This places the screen content of the clipboard in the open Word document. E-mail the word doc to the CVISN team.

## **Logging On**

Turn the computer on. It will take a few minutes for the computer to boot up to the point that it displays the Log in window shown.





Just press the enter key to get rid of this window and then the window shown below will appear.

Log On to Wi	Microsoft Windows 2000 Professional Built on NT Technology
User name:	CVESeatacN
Log on to:	WSDOT ▼  Log on using dial-up connection
	OK Cancel Shutdown Options <<

Page 13 Revised 2006

You should only have to enter the password and press enter or click on [OK] and the computer will start the CVISN program. Your supervisor will give you the password.

The field below the password is for the domain (to Log on to:). Please Note the correct domain to log into is "CVISN#######" (this computers name and number) not WSDOT as indicated. This is normally in the drop down list if not the listed default. Specific Logins Table below.

Bow Hill SB	33	CVEBowHillS
Cle Elum WB	53	CVECleElumW
Cle Elum EB	52	Not automated
Fort Lewis NB	7	CVEFtLewisN
Everett SB	39	CVEEverettS
Kelso SB	77	CVEKelsoS
SeaTac NB	26	CVESeatacN
SeaTac SB	27	CVESeatacS
Stanwood Bryant NB	38	CVEStanwoodN
Plymouth WB	54	CVEPlymouthW
Prosser EB	40	Not automated
Ridgefield NB	72	CVERidgefieldN
Spokane EB	64	CVESpokaneE
Plymouth WB	54	CVEPlymouthW

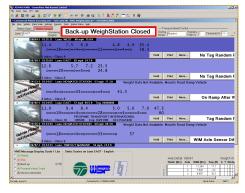
Page 14 Revised 2006

#### Screen Icons - Messages

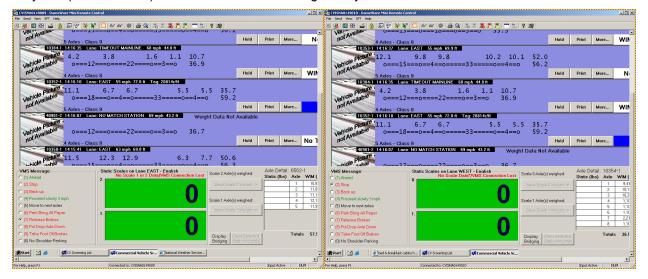
Below shows the top of the screen with the Unable to Connect symbol displayed. This shows that there is a problem with the CVSL software connecting to the WIM roadside computers. The CVISN Team should be called to correct this problem.



The following displays when weigh station traffic has backed up and the installed backup detect software has automatically closed the station. This is operational at the **SeaTac and Fort Lewis weigh stations**.



The messages in red shown below indicate lost connections either with static scale or Variable Message Sign (VMS) and can be re-set by unplugging for a few seconds and reconnecting the small, front power cable from the Troy box (4.5 black box) under the cabinet. Messages vary. If this fails to work contact the CVISN Team.



**Security Patch Messages** - At times a popup window titled, "**Software Updates Installation**" will display in lower right of your screen. This indicates that WSDOT has installed mandatory **security patches** on the workstation. The message further states that until you re-start the workstation the updates will not take effect. Please re-start your workstation at the earliest possible convenience. This should not interrupt the operation of the CVSL software. If you encounter problems please notify the **CVISN Team**.

**Vehicle Picture not Available** - If you are receiving full screens of this message contact **CVISN Team** as this indicates possible problems with the picture processing. This message displays intermittently during normal operation when vehicle matching fails.

No Match Station - Axle length does not match up with WIM record or vehicle sequence has changed.

**Vehicle Timeout** - Vehicle did not match up with timed sequence in route to weigh station.

Bypass - Vehicle failed to report when system passed report.

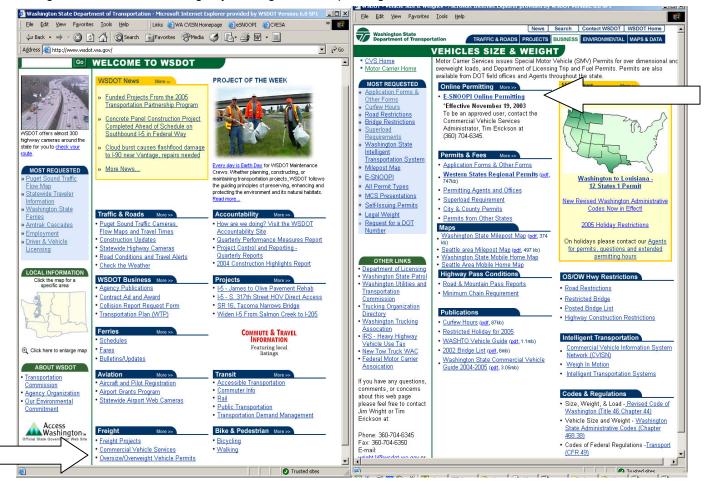
Page 15 Revised 2006

## Confiscating or Verifying Permits

This application (eSNOOPI) is administered by the **Motor Carrier Services** division of WSDOT providing officers on-line access to confiscating or checking a permit. Contacts are Jim Wright (360-704-6345) or Sonja Cox (360-704-6343.

https://secure3.wsdot.wa.gov/Permits/Issue/eSnoopi/public/login.aspx Note http"s" in address.

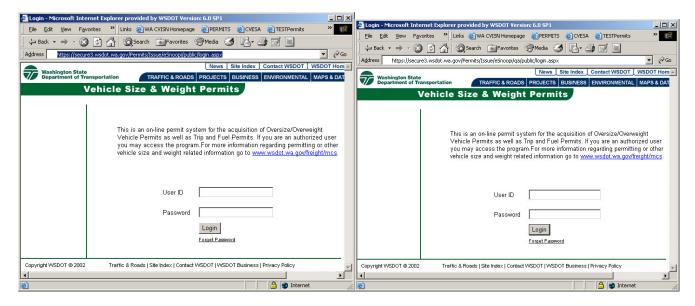
This URL is stored on CVISN workstations under the "Links" menu option of Internet Explorer as PERMITS. It may exist under different verbiage. The above URL can be used from any networked workstation or accessed through the WSDOT Home Page by clicking the arrow pointing links.



Please note there are two different URLs (web addresses) assigned to the Internet Explorer Links menu, **Permits** (real world, production) or **TESTPermits** (learning and practice). TESTPermits should have a **QA** in the URL (**esnoopi/QA/public/**). Please make sure you are logged into the appropriate one.

Example of **PERMITS** (real world, production) & **TESTPermits** web addresses provided on the following page. We are working to get identification on the actual web pages.

Page 16 Revised 2006

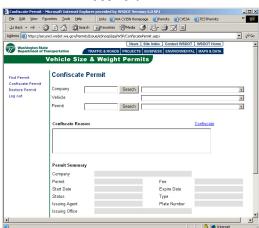


Login ids are provided by your station location preceded by an X for external user. There is a 10 character limit on login ids so please check the table provided.

Weigh Station		eSNOOPI Login ID	Contact (e-mail)
Bow Hill SB	33	XBowHill	gayle.lapp@wsp.wa.gov
Cle Elum WB	53	XCleElum	michael.herron@wsp.wa.gov
Cle Elum EB	52	Planned 2005-07	
Fort Lewis NB	07	XFtLewis	william.balcom@wsp.wa.gov
Everett SB	39	XEverett	ernie.brown@wsp.wa.gov
Kelso SB	77	XKelso	gary.park@wsp.wa.gov
SeaTac NB	26	XSeatacN (+direction)	joseph.ross@wsp.wa.gov
SeaTac SB	27	XSeatacS (+direction)	rich.griebel@wsp.wa.gov
Stanwood Bryant NB	38	XStanwood	ernie.brown@wsp.wa.gov
Plymouth WB	54	XPlymouth	dave.donaldson@wsp.wa.gov
Prosser EB	40	Planned 2005-07	
Ridgefield NB	72	XRidgefiel (no d)	dale.richardson@wsp.wa.gov
Spokane EB	64	Proposed	Dean Ide & Larry Pasco

Note Your password entry will be the same as your password to log into the CVISN workstations. Login Id exceptions will be Ridgefield (with no d) and the SeaTacs which require separation so direction was added.

SAMPLE User ID: xcleelum Password: officers



Page 17 Revised 2006

Enter at least three characters of the company name to search by company name or the permit number and click [Search]. Searching for company is faster by using the complete name or the complete first word of company name.

Select the appropriate item from the drop down box.

Enter reason for confiscation and your badge number. Please state specific violation for liability.

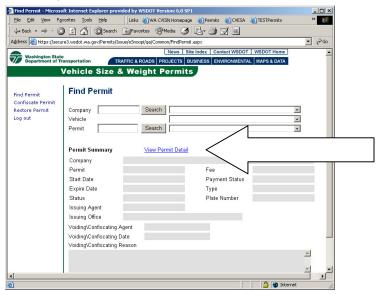
Click Confiscate.

You will receive the message "Permit confiscated successfully."

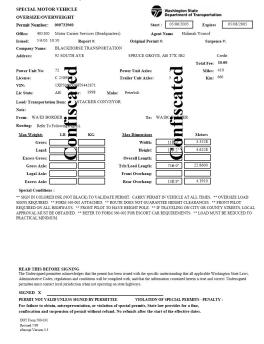
If you wish to cross check a confiscation or another permit click FIND from the left navigation window.

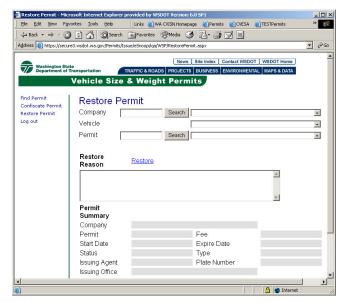
Enter the permit number and click [Search].

Select the permit from the drop down.



The permit summary screen will open. If this is insufficient detail click <u>View Permit Detail</u>. On confiscated permits note the **CONFISCATED** verbiage in the Find drop down. Viewing the permit detail **CONFISCATED** is stamped across the permit.

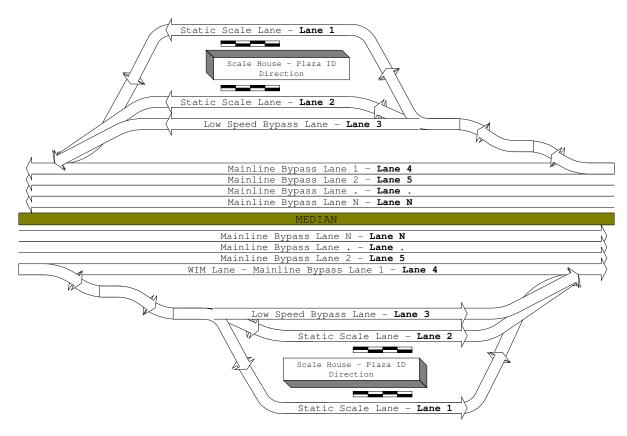




Note: If confiscated in error you have the option to Restore Permit from the left navigation window.

Page 18 Revised 2006

## Lane Numbering Diagram



## Weight Violation Severity

WIM weight is 6% over legal	99%+ likelihood of violation
WIM weight is 3% over legal	80%+ likelihood of violation
WIM weight is 1% over legal	55%+ likelihood of violation
WIM weight is 2% under legal	Pulled in due to Threshold setting

## WEIGHT VIOLATION SEVERITY

**Bypass** - Everything is told to **B**ypass the scales.

**Report** - Everything is told to Report to the scales.

Sorting - Only vehicles not meeting the selected criteria are given instruction to report.

OFF - In this mode everything is off and no statistics are saved.

WIM WEIGHT EXAMPLES

This table shows the results of the various combinations of modes for both registered-transpondered vehicles and non-transpondered or non-registered tagged vehicles. STATIC WEIGHT (unknown,

WIM Sorting M	lode Screener Sorting Mo	de Decision@Location/-	5% of <b>WSigns</b> weigh	nt) Transponder
⊖ - Off	O - Off	Manual	Off	B
<b>⇒</b> 0 - Off –	_ / S - Sprt	Screener	Bypass/Report	<mark>B/R</mark>
O - Off DO - Off DIS - Sort HS - Sort	R - 🔼 Report	S <u>cr</u> eener	Report	R
<b>□</b> Φ - <u>Off</u>	B - All Bypass	Screener	Bypass	<mark>В</mark>
≅S - Sort	O - Off	WIMEGAL	WEBYPASS/Report	B/R
⊞S - Sort	S - Sort	Screener	Bypass/Report	<mark>B/R</mark>
F 7	R - All Report	Screener	Report	R
S - Sort	B - All Bypass	SdræfeGeAL WI	EIC <b>bypas</b> ITH	<mark>B</mark>
R - All Report		05% TUDESU	IOI Report	R_
R - All Report		95% THRESH	101 Bypass/Report	<mark>B</mark> /R
₽- All Report	R - All Report	Screener	Report	R
Ř - All Report	B - All Bypass	Screener	Bypass	B
B - All Bypass	O - Off	WIM	Bypass	B

Page Wolf Weight is 2% under legal weight (severity white, pulled in due to threshold setting) vised 2006

- WIM weight is 1% over legal weight (severity yellow, 55+% likelihood of violation)
- WIM weight is 3% over legal weight (severity orange, 80+% likelihood of violation)

B - All Bypass	S - Sort	Screener	Bypass/Report	B/R
B - All Bypass	R - All Report	Screener	Report	R
B - All Bypass	B - All Bypass	Screener	Bypass	B

## Vehicle Class Range

Defines the class range being used to screen commercial vehicles.

Class	Description	Class	Description
1	Motorcycle	8	Tractor and trailer with 4 or less axles
2	Passenger Cars	9	Single Trailer with 5 axles
3	Light Trucks with two axles (4 tires)	10	Single Trailer with 6 or more axles
4	Buses	11	Multi Trailer with 5 or less axles
5	Straight Truck with 2 axles (6 tires)	12	Multi Trailer with 6 axles
6	Straight Truck with 3 axles	13	Multi Trailer with 7 or more axles
7	Straight Truck with 4 axles		

## Vehicle Violation Codes and Message Displayed

Color coding specific to weigh station settings.

Code	Description	Violation Message
00	Good Vehicle - Bypass	Good Vehicle
01	WIM has determined the vehicle is over the legal GVW for its class	WIM Overweight
02	WIM has determined the vehicle is over the legal height	WIM Overheight
03	WIM has determined the vehicle is Speeding	WIM Speeding
04	WIM has determined the vehicle is not passing over the WIM properly -	WIM Manip Err
	WIM Manipulation Error	-
05	Random Pull for Non-Transpondered Vehicle	No Tag Random Pull
06	WIM has determined the vehicle has a Bridge Formula Violation	WIM Bridge Viol
07	Voluntary Review Pull In - Vehicle has pulled into the weigh station without	Voluntary
	receiving a Report status	
80	Vehicle was classified as a commercial vehicle and did not go over the WIM	Truck in Fast Lane
	- Truck not in WIM lane	
09	Running Scale on Mainline - Report Given but vehicle bypassed weigh	Mainline Running
	station anyway on mainline	
10	WIM has determined vehicle is over its licensed GVW	WIM Over GVW
11	Vehicle was detected at the Station but did not match to any WIM record	No Match Station
12	Random Pull for Transpondered Vehicle	Tag Random Pull
13	USDOT Safety Rating is Not Satisfactory	Non Satisf Safety
14	USDOT Liability Insurance is Not Compliant	No Liab Insure
15	USDOT Cargo Insurance is Not Compliant	No Cargo Insure
16	USDOT Bond Trust is Not Compliant	No Bond Trust
17	USDOT does not have an Active Operating Authority	No Oper Auth
18	Vehicle Registration Out of Date	Veh Reg Old
19	Records indicate this is a Stolen Vehicle	Stolen Veh
20	Washington Commercial Vehicle Safety Enforcement Fee	CVSEF Not Paid
	(CVSEF) has Not been Paid	
21	Licensed GVW Expired	GVW Expired
22	Vehicle is Over its Licensed GVW	Over Lic GVW
23	Vehicle is Over its Licensed GVW - even with known Permits	Ovrwght W Prmt
24	Records indicate Vehicle's IFTA Status is Not Satisfactory	IFTA Status Bad
25	Records indicate Vehicle's IRP Status is Not Satisfactory	IRP Status Bad
26	Outstanding Out-Of-Service Inspections Exist	OOS Inspections
27	USDOT indicates Carrier is Out-Of-Business	Carrier OOB
28	Tag Serial Number Does Not Exist In Database	Tag Not Reg
29	Safe Stat Score Greater than Threshold	Bad SAFESTAT Score
30	Over Legal Weight for Bridging Distance	Bridge Violation
	Bridge Formula Violation	
31	Over Legal Weight on Tandem Axles	Over Tandem
32	Over Legal Weight on Axle	Over Axle

Page 20 Revised 2006

Code	Description	Violation Message
33	Non NORPASS Transponder - In Database	Non NORPASS Tag
34	Running Scale in Bypass Lane or Rest Area	Illegal Bypass Run
	Report Given but vehicle bypassed weigh station	
	in Bypass Lane or Rest Area	
35	ISS-2 Score for this vehicle is greater than the current Threshold	ISS-2 Inspect
36	SafeStat Category Reflects Bad Carrier	SafeStat Catgory Bad
37	No Jurisdiction Operating Authority	No Jur Op Auth
38	Jurisdiction Insurance Not Active	Inactive Jur Insur
39	Vehicle Cargo contains Hazardous Materials (HAZMAT)	HAZMAT Cargo
40	PRISM Targeted Vehicle - Mandatory Pullin	PRISM Target Pull-In
41	NSC Safety Rating Not Satisfactory	NSC UnSatisf Safety
42	Axle Spacing between Axle Groups is Illegal	Illegal Axle Spacing
43	Axle Weight Difference between Axles in an Axle Group are over threshold	Axle Group Wght Diff
44	Over Legal Weight for number of axles and axle spacing	Over Legal Weight
48	Tranpondered Vehicle Sorting Mode Set to Bypass	Tag Forced Bypass
	Force all vehicles with transponder to Bypass Weigh Station.	
49	Tranpondered Vehicle Sorting Mode Set to Report	Tag Forced Report
	Force all vehicles with transponder to Report.	
78	Non-Transpondered Vehicle Sorting Mode Set to Bypass	No Tag Forced Bypass
	Allow all vehicles without a transponder to Bypass weigh station	
79	Non-Transpondered Vehicle Sorting Mode Set to Report	No Tag Forced Report
	Force all vehicles without a Transponder to Report to Weigh station	
80	Partly Off Scale	WIM Offscale
81	Onscale Missed	WIM Onscale Miss
82	Speed Change	WIM Axle Speed Diff
83	Weight Difference between Axle sensors	WIM Axle Weight Diff
84	Partial Axle Detected	WIM Axle Count Diff
85	Unequal Axles Detected	WIM Axle Sensor Diff
86	Tailgating	WIM Veh Tailgating
87	Bad Lateral Position	WIM Bad Lateral Pos
88	No Compliance Table	WIM No Comply Table
89	Overlength	WIM Overlength
90	Override Failed	WIM Override Fail
91	Vehicle Entered Roadway between WIM and Weigh Station	On Ramp After WIM

## Menu Selections - Hot Keys - Shortcuts

File Exits or closes program. Most of the time you will click Close [X] from the upper right corner.

Menu			Shortcuts		
View		Refresh	[F5]	Refreshes the display.	
	Sca	ale Output Size & Location	[Ctrl]+[Shift]+[F1]	Normal Size & Location	
			[Ctrl]+[Shift]+ [F2]	On Top Normal	
			[Ctrl]+[Shift]+ [F1]	Large Scale VMS	
		Show Static Lane #1	[F9]	Selects the lane to display	
		Show Static Lane #2	[Shift]+[F9]	Selects the lane to display	
		Show Mainline (Report Only)	[F11]	Selects the lane to display	
		Show Mainline (All)	[Shift] +[F11]	Selects the lane to display	
	1	Display Screen Controls Check mark denotes function active		Removes Menu and Parameter bars from view. Clicking it again restores the bars.	
Vehicle	Dis	play Carrier/Vehicle Detail	[Ctrl]+[D]	Brings up Carrier Detail Report	
	Dis	play Violations	[Ctrl] + [V]	Brings up Vehicle Violation Detail Report.	
	Ad	d Vehicle to Hot List		Adds vehicle to a list that is available	

Page 21 Revised 2006

			for 48 hours at the station.
	Print <u>A</u> ll		Prints the information in the above 2 screens
	Print <u>D</u> etail		Prints the Detail information
	Print <u>V</u> iolations		Prints the Violation information
Settings	Sort Control. >		Brings up menu to control sorting.
	<u>O</u> ptions		Brings up an administrative menu
Sort Control	View/Modify Controls	[Shift]+ [F6]	Brings CV Screening List operating parameters.
Consider	WIM Control Off WIM Control Sorting WIM Control Bypass WIM Control Report Weights Off & On displaying on the VMS Raise Untagged Random pull by 10% Lower Untagged Random Pull by 10% Raise Untagged Threshold by 2% Lower Untagged Threshold by 2% Raise Tagged Random Pull by 5% Lower Tagged Random Pull by 5% Raise Tagged Threshold by 2% Lower Tagged Threshold by 2% Lower Tagged Threshold by 2% Lower Tagged Threshold by 2% Toggle Over height Detection	[Shift]+[F1] [Shift]+[F2] [Shift]+[F3] [Shift]+[F4] [F-6]  [F7] [Shift]+[F7] [F8] [Shift]+[F8] [Ctrl]+[F7] [Shift]+[Ctrl]+[F7] [Ctrl]+[F8] [Shift]+[Ctrl]+[F8] [Ctrl]+[F8]	Section 3 for more detail on these parameters  These have been grayed out and can not be changed.
Reports	Statistics Road & Weather	[Ctrl]+[S] [Ctrl]+[W]	Takes you to the statistics web page Takes you to the R-Weather web page
Tools	Plaza Administrator	Brings up a password protected program to allow parameters to be changed that are not available to the normal operator Instate Out Of Service Inspection notification  Brings up password protected screen to allow vehicle search on vehicle plate, VIN, USDOT Number, etc.	
	OOSI Local		
	Supervisor Screen		
Station Status	Open	A check in front indicates the station is open	

Takes you to the mail system to fill out a general/system trouble ticket Help System Not Implemented, soon to connec to CVSL Manual

A check in front indicates the station is closed

About CV Screening List Gives system and version information

Closed

Create Problem Ticket

Help

Page 22 Revised 2006